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CONSTITUTION
AND BY-LAWS
OF THE
LITCHFIELD
HISTORICAL
SOCIETY



LITCHFIELD, CONN.

1914

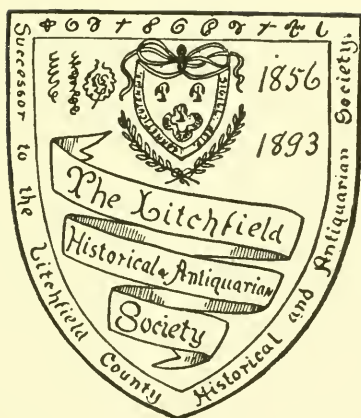
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The Litchfield Historical Society.

CONSTITUTION

ARTICLE I.

Name. The name of this association is "The Litchfield Historical Society."

ARTICLE II.

Objects. The object of the Society is to discover, procure and preserve whatever may relate to civil, military, literary and ecclesiastical history and biography in general and of the County of Litchfield in the State of Connecticut in particular; to investigate and preserve such traditions as now exist only in the memory of aged persons; to establish and maintain a library for general reference; also procure and maintain collections in archeology, art and of the natural history of Litchfield County and in general to encourage study and research, particularly that relating to local history, biography, antiquities and natural history and to disseminate information relative thereto.

ARTICLE III.

Members. The Society shall consist of members and honorary members. Members only shall be eligible to vote, or hold office in the Society.

ARTICLE IV.

Officers. The officers of the Society are: a President, four Vice-Presidents, ranking in the order of their election; a Corresponding Secretary, a Recording Secretary, a Treasurer, and five Managers, who shall be known collectively as the Board of Officers; and shall in addition to their specified duties exercise general supervision over the affairs of the Society.

ARTICLE V.

Librarian and Curator. A Librarian and a Curator shall be appointed by the Board of Officers. Both offices may be held by the same person.

ARTICLE VI.

Annual Meeting. The Society shall hold an annual meeting on the second Friday in August in each year, at which a general election of Officers by ballot shall take place. In such election a majority of ballots given for any officer shall constitute a choice; but if on the first ballot no member shall receive such majority, then a further balloting shall take place in which a plurality of votes given for any officer shall determine the choice.

ARTICLE VII.

Special meetings. Special meetings of the Society may be called at any time by the President, or any Vice-President acting in his place, upon the written request of any five members of the Society; notice of such special meeting being mailed to all members at least two days before the day appointed for the meeting.

ARTICLE VIII.

Vacancies. If a vacancy shall happen in any of the offices of the Society, it may be filled by special election at a special meeting of the Society ; and the member so elected to fill a vacancy, shall hold his office for the unexpired term of his immediate predecessor in office, and until a successor shall be elected and have qualified in his place. Vacancies in committees shall be filled immediately on their occurrence and in the manner of the original appointment of the committee.

ARTICLE IX.

Museum and Library. The library and collections made by the Society shall never be disposed of by sale, nor by division among its members, nor shall any of the books, articles, or specimens belonging thereto be exchanged or disposed of except by the unanimous vote of the officers and with the written consent of their donors.

ARTICLE X.

Alteration of Constitution. This Constitution with the exception of the ninth Article, (which is of the nature of a contract,) may be altered by a three-fourths vote of the members present at any annual meeting ; provided that notice of such amendment shall have been given at some meeting and subsequently sent by mail to all members, at least one month previously.

BY-LAWS.

GOVERNMENT.

1. The executive government of the Society shall be conducted by its officers and the Librarian and Curator.

There shall be a finance committee to consist of the President and Treasurer, ex-officio and one of the five Managers to be chosen by the Board of Officers. No salaried officer shall have a vote at any meeting of the Board of Officers.

PRESIDENT.

2. The President, when present shall preside over all the meetings of the Society, and of the Board of Officers. He shall have the casting vote. He shall appoint all committees authorized by the Society, unless otherwise specially ordered, and shall make a report at the annual meeting.

VICE-PRESIDENTS.

3. The ranking Vice-President present shall act as President in the absence from the meeting of that officer.

CORRESPONDING SECRETARY.

4. The Corresponding Secretary shall conduct the general correspondence of the Society connected with its objects. He shall at every meeting of the Board of Officers report all such letters and communications as may have been received by him on matters connected with the Society. He shall keep in suitable books copies

of all letters written by him on behalf of the Society, and shall carefully preserve said copies and the originals of all letters and documents received, and shall deposit the same in the Society archives.

RECORDING SECRETARY.

5. The Recording Secretary shall conduct the business correspondence of the Society ; he shall have charge of the seal and of all records of the Society other than those appertaining to the office of the Corresponding Secretary. He together with the presiding officer shall certify all acts of the Society, and under his direction shall give due notice of the time and place of all meetings of the Society, and attend the same. He shall keep accurate and fair records of all proceedings and orders of the Society and Board of Officers, and shall give notice (written) to the several officers, committees and members of all votes, orders and proceedings of the Society appertaining to their respective duties or immediately affecting them.

TREASURER.

6. The Treasurer shall collect and be the custodian of all funds and securities of the Society. Out of these funds he shall pay only such sums as may be approved by the finance committee of the Board of Officers. He shall keep a true account of his receipts and payments; and render the same to the Society at its annual meeting, when a committee shall be appointed to audit his accounts.

The Treasurer shall give a bond for the safe keeping of the funds or securities of the Society in his charge. The amount of the bond to be fixed by the Board of Officers at least once in every year. No investment of the funds of the

Society shall be made without the approval of the Board of Officers.

7. If from the annual report of the Treasurer there shall appear to be a balance against the treasury, no appropriation of money shall be made for any object but the necessary current expenses of the Society, until such balance shall be paid.

LIBRARIAN.

8. The Librarian, subject to the control of the Board of Officers, shall have the charge and superintendence of the library and art collection of the Society. He shall prepare and keep a proper catalogue and list of the same. He shall make to the Society at each annual meeting a full report on the condition and progress of the library and art collection. The Librarian or some officer of the Society shall always be present when the library is open. He shall prepare regulations for the use of the library to be approved by the Board of Officers.

CURATOR.

9. The Curator, subject to the control of the Board of Officers, shall have charge of the archaeological and natural history museum of the Society. He shall prepare and keep a proper catalogue and list of the same. He shall make to the Society at each annual meeting a full report on the condition and progress of the collection under his charge. The Curator or some officer or member appointed by the Board of Officers temporarily in his stead, shall be present when the museum is open. He shall prepare regulations for the use of the museum to be approved by the Board of Officers.

MEMBERS.

10. Annual members shall be chosen by a majority of the Board of Officers and shall pay on admission an initiation fee of two dollars which shall be considered to include their annual dues for the current year; and annually thereafter one dollar in advance on or before the first day of September.

11. Should any annual member fail to pay the said dues for two years successively he shall no longer be a member of the Society.

12. Any member who is not indebted to the Society for current annual dues, may commute for life all fees and dues by the payment at one time of the sum of twenty dollars.

13. By the unanimous vote of the Board of Officers the name of a member shall be erased from the list of members and he shall cease to be a member, providing that, if such member may have commuted his dues for life, the amount of such commutation shall then be returned to him.

HONORARY MEMBERS.

14. Honorary members may only be chosen by ballot at the annual meeting of the Society, upon nomination by the Board of Officers and by an affirmative vote of at least three-fourths of the members present.

MEETINGS.

15. In addition to the annual meeting there shall be held in every year at least two meetings of the Society for the transaction of business and for the reading and discussing of papers appertaining to its objects.

16. The Board of Officers shall meet specially for the transaction of business at least six times in every year.

ORDER OF BUSINESS.

17. The order of proceedings at the meetings of the Society shall be as follows :

1. Reading the minutes of the preceeding meeting.
2. Reports and communications from officers of the Society.
3. Reports of regular committees.
4. Reports of special committees.
5. Consideration of and action on unfinished business.
6. Consideration of and action on new business.
7. Election of members.
8. Miscellaneous business.
9. Reading and discussion of papers and the delivery of addresses.

The order of business for meetings of the Board of Officers shall be as follows:

1. Calling the roll.
2. Reading of minutes of last meeting.
3. Proposals for membership.
4. Election to membership.
5. Reports of officers.
6. Reports of committees.
7. Unfinished business.
8. Reading of communications.
9. New business.

QUORUM.

18. At all meetings of the Society ten members shall constitute a quorum. At all meetings of the Board of Officers five members shall constitute a quorum, for the transaction of business.

19. Alterations in these By-Laws may be made only by a two-thirds vote of the members present at a regular meeting of the Society upon recommendation of the Board of Officers, after having been proposed at a previous meeting.





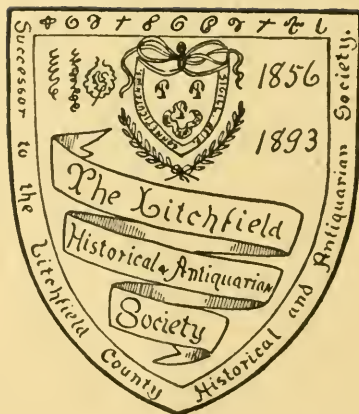
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